



New Jersey Department of Children and Families Policy Manual

Manual:	OOE	Office of Education	Effective Date: 1/1989
Volume:	I	Office of Education	
Chapter:	A	Office of Education	Revised Date: 6/22/2020
Subchapter:	1	Office of Education	
Issuance:	8	Physical Examination and Mantoux Testing for DCF Office of Education Staff	

Purpose:

This issuance establishes policy and procedure related to the required physical examination and Mantoux testing for all DCF Office of Education staff (OOE) and all staff who have at least 20% contact with the children in the Child Care Center during the normal operation hours of the program.

Authority:

- N.J.A.C. 3A: 52-7.1(c)1 and (d)
- N.J.A.C. 3A: 52-7.4
- N.J.A.C. 18A: 16-2

Policy:

- A. Any current staff person without a documented physical exam and whose job duties require contact with children for at least 20 percent of the school's weekly operating hours shall be required to submit a written statement from a health care provider. This statement shall indicate that they are in good health and pose no health risk to persons in the center. Such statement shall be based on a physical exam by an appropriate licensed medical practitioner and conducted no more than six months prior to submission of the health certificate.
- B. Any current staff persons not previously tested, and whose job duties require contact with children for at least 20 percent of the center's weekly operating hours shall take a Mantoux tuberculin skin test with five TU (tuberculin units) of PPD tuberculin and submit OOE-Policy 8 ATT 2 Mantoux Intradermal Test form. If a staff member tests positive with this test or any past tests, they shall have a chest x-ray taken and submit written documentation of the results of the test and x-ray.
- C. Upon conditional offer of employment, all potential DCF OOE staff shall take a Mantoux test and if indicated, a chest x-ray.

- D. Upon conditional offer of employment all potential DCF OOE staff shall have a physical exam and provide an OOE-Policy 8 ATT1 DCF Pre-Employment History and Physical Form completed by a certified health professional. Such statement shall be based on a medical examination conducted within six months immediately preceding such person's commencing work at the school.

Procedure:

1. The center shall maintain on file either at the center or at a central administrative office the results of each staff member's:
 - a. Mantoux tuberculin test and chest x-ray when indicated; and
 - b. Physical examination.
2. If the Mantoux tuberculin test result is insignificant (zero to nine millimeters (mm) of duration), no further testing shall be required. The Office of Licensing or center may at any time require a staff member to retake the Mantoux tuberculin test if there is any reason to believe or suspect that the staff member may have contracted tuberculosis or if the State Department of Health recommends retesting.
3. If the Mantoux tuberculin skin test is significant (10 or more mm of induration), the staff person shall not come in contact with children unless they submit to the center a written statement from a health care provider certifying that they pose no threat of tuberculosis contagion.
4. Candidates for employment and staffs who claim a religious exemption shall not be compelled to submit to tuberculin testing. In this instance; a symptom assessment must be done. If TB-like symptoms are reported; a physician must document that the person does not have the disease and poses no threat to the children and staff.
5. The Education Supervisor (ES) shall exclude a staff member who:
 - a. Exhibits the illnesses or symptoms of illness or diseases specified in the Manual of Requirements for Child Care Centers <https://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> ; or
 - b. Appears to be physically, emotionally or mentally impaired, or who appears to have a drug-induced or alcohol-induced condition that would endanger the health, safety, and well-being of a child while the child is in the staff member's care. The director shall document the action taken to exclude the staff member and maintain such documentation on file. The ES shall not permit the staff member to return to the center until the condition is no longer present

Related Information:

- <https://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf>

Forms and Attachments:

- [OOE-Policy 8 ATT 1](#), DCF Pre-employment History and Physical Form
- [OOE-Policy 8 ATT 2](#), Mantoux Intradermal Tuberculin Test

Policy History:

- Revised 6/22/2020
- Created 1/1989